

Weekly Report for Week Ending 26 August 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

(1) Retired one cubic foot of inactive records from Records Disposition Branch files to the Records Center. [] 25X1

25X1

(2) DD/P/FI Staff []

Records Control Schedule covering 371 items was approved and forwarded to the DD/P Records Management Officer for implementation.

(3) Removal of Records by Separated Employees [] 25X1

Letter completed and approved [] Project ended unless reopened by DD/S. 25X1

(4) Survey of Unused Safes [] ✓ 25X1

Final report submitted to C/RMS. Recommended revision of Form 109 (Security Check Officer List). Completed comments on revised form as requested by FMB.

25X1 2. Assignments

a. Shelf Filing []

(1) OCR/IR/FE/NEA

Shipment of shelving expected within next few days. ✓

(2) OTR/Assessment and Evaluation Staff ✓

(3) OTR/Operations School/Headquarters School ✓

The Budget Office, O/L has requested the retention of requisitions for these Staffs until the return of the Chief, Supply Division for his concurrence.

25X1

(4) OO/Contact Division []

(5) Office of Security/Building 13 ✓

(6) OP/Records and Services/Test Installation. ✓

No change from previous report.

b. Filing Systems and Equipment [] 25X1

(1) FE/DD/P ✓

Recommended installation of small amount of shelving to house reference material. No reply as yet.

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(2) SR/DD/P ✓

No change from previous report.

(3) Watch Office ✓

Contacted local vendor of item requested for information
and samples of inserts for visible one line file equipment.

c. Records Schedules

25X1

Preparation of schedule continuing.

25X1

✓ (2) OSI

Schedule is being reviewed.

(3) Executive Registry

25X1

Proposed changes to the schedule have been referred to the
ARO, [] for comment.

25X1

✓ (4) New Building Site

Schedule with [], for review.

25X1

(5) DD/P/FI Staff

See Item 1.(2) ✓

d. Records Systems

(1) Refresher Training Workshops in Filing []

25X1

✓ (2) Installation of File in Clerical Recruitment Branch/OP []

25X1

Projects suspended while [] is on leave for two weeks.

25X1

e. Special Projects

(1) Removal of Records by Separated Employees [] ✓

25X1

See Item 1.(3)

(2) Survey of Unused Safes [] ✓

25X1

See Item 1. (4)

(3) Revision of Notices on Filing Equipment and Supplies []

25X1

Research Completed. Draft of new Notice started.

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(4) Booklet on Records Center and Revised Form 490

25X1

No change from previous report.

f. Inactive Special Projects

(1) File Cleanup Campaign

(2) Sorting Equipment Booklet

25X1

(3) Revision of Records Management Program Guide

(4) Emergency Filing Equipment Needs

(5) Analyst Files Project

25X1

3. Vital Materials

25X1

participating in OPERATION ALERT.

Microfilming in OCR/GR and Office of Logistics continues.

4. News

None

25X1